

**United States District Court
District of Kansas
Vacancy Announcement #WI09-3**

Position: Court Operations Support Specialist
Position Type: Full-time, Permanent
Announcement: WI09-3
Location: Wichita, Kansas
Issue Date: July 14, 2009
Closing Date: July 28, 2009

Classification Level/Salary Range

CL 24/01-61 (\$33,770 - \$54,879)*

*Indicates full salary range, starting salary commensurate with experience

Position Overview

A Court Operations Support Specialist receives and processes incoming documents to the Clerk's Office and enters new civil cases into the electronic filing system after checking them for conformity with federal and local rules. This position is the initial contact for the general public, litigants and the bar with the Clerk's Office.

Qualification Requirements

To qualify, a person must be a high school graduate or equivalent and have at least one year of clerical experience with knowledge of office practices such as: typing, record keeping, filing, telephone usage, etc. Requires good public relation skills, organization and clerical skills, and strong attention to detail. Applicants must possess computer skills, including knowledge of Adobe Acrobat. Prior court experience is preferred. Entry level will be based on experience and/or combination of education and experience.

Employee Benefits

1. 13 days paid vacation for the first three years.
2. 20 days paid vacation after three years.
3. 26 days paid vacation after fifteen years.
4. 13 days paid sick leave.
5. 10 paid holidays.
6. Choice of healthcare coverage, including dental & vision coverage.
7. Life Insurance options.

8. Participation in the Federal Employees Retirement System.
 9. Participation in the Thrift Savings Plan (tax deferred retirement savings plan).
 10. Participation in the Long Term Care Insurance plan.
 11. Participation in the Flexible Benefits Program.
 12. Free Parking.
 13. Free onsite fitness center.
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How to Apply

To apply for this position, please submit a resume and cover letter by e-mail to:

ksd_recruitment@ksd.uscourts.gov

INFORMATION FOR APPLICANTS

The Court reserves the right to modify the conditions of this job announcement or to withdraw the job announcement, any of which actions may occur without any prior written notice. This job announcement may involve filling more than one position described herein. This position is subject to mandatory participation for payment of net pay (i.e. Direct Deposit) and a background check. The U.S. Courts require employees to adhere to a Code of Ethics and Conduct which is available to applicants for review upon request. Due to the volume of applications received, the Court may only communicate to those individuals who will be interviewed for open positions. Travel and relocation expenses will not be paid. Applicants must be United States citizens or eligible to work in the United States. THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER.